

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
THE PROJECT MANAGER,
THE ARMY DISTANCE LEARNING PROGRAM
AND
U.S. ARMY ALASKA

SUBJECT: Memorandum of Agreement (AK-MOA-110) Between the Project Manager, The Army Distance Learning Program (PM/TADLP) and U.S. Army Alaska (USARAK)

1. References.

a. Department of Defense Instruction (DODI) 4000.19, Interservice and Intragovernmental Support, dated 9 August 1995.

b. USARPAC Regulation 5-1, Defense Regional Interservice Support, dated 17 August 1998.

c. Other references (see Encl. 15).

2. Purpose. This MOA delineates the relationship and outlines support arrangements in conduct of The Army Distant Learning Program (TADLP). The Project Manager (PM)/TADLP requires two Digital Training Facilities (DTFs) at Ft. Richardson and three at Ft. Wainwright, AK. This MOA addresses accountability, operations, and maintenance of USARAK assigned TADLP DTFs.

3. Problem. This MOA incorporates AK-MOA-98 and the Ft. Wainwright MOA, which was created outside of agreement channels. This action will consolidate both documents into a single MOA. An installation survey was conducted during the period 10-12 August 99 at Ft. Richardson and 30 November through 2 December 99 at Ft. Wainwright for the fielding of TADLP DTFs. This MOA identifies the requirements, facilities, and resources necessary for the upgrade, installation, testing, and completion of the two TADLP DTFs at Ft. Richardson and three DTFs at Ft. Wainwright. It is imperative that all signatory activities ensure all required actions indicated by the enclosed annexes are completed and in compliance with regulatory guidance.

4. Scope. This MOA was prepared IAW TADLP program specifications. Proposed changes to this document will be forwarded to the USARAK Defense Regional Interservice Support Agreement (DRIS) Office, 600 Richardson Drive #6200, Ft. Richardson, AK 99505-6250. The execution of this MOA is subject to the availability of funds to support the -TRADOC prioritized fielding schedule. This MOA may be modified as program events dictate.

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Specific information about TADLP is available at the TADLP Home Page located at <http://www.tadlp.army.mil/>

5. Understandings, agreement support and resource needs.

a. PM, TADLP.

(1) Provide personnel to set-up, install, and test the Information Management (IM) equipment, and issue the equipment to the unit or installation Property Book Officer.

(2) Provide the contract mechanism to perform the design, engineering, and renovation of rooms identified as TADLP/DTFs.

(3) Provide personnel to engineer, furnish, install, and test the equipment for Distance Learning (DL).

(4) Provide the installation final as-built drawings in hard copy and soft copy format.

(5) Fund for the design and installation of DL. Funding will not be provided directly to the installation (see Encl. 5).

(6) All supplies will be purchased by the Digital Training Facility Managers (DTFM) of Ft. Richardson and Ft. Wainwright and paid for by PM TADLP through its contractor, ACS Systems & Engineering, Inc., to sustain the DTFs (see Encl. 5).

b. USARAK.

(1) Ensure a secure storage/inventory area is available prior to the required delivery date of the automation equipment.

(2) Provide a Property Book Officer.

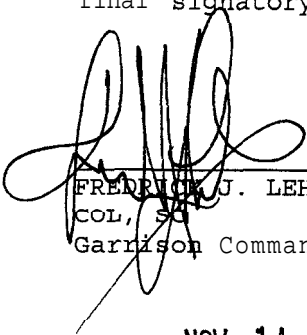
(3) USARAK Directorate of Public Works (DPW) will provide on-site construction quality assurance, to include electrical and fire protection, and Heating, Ventilation and Air Conditioning (HVAC) inspections (see Encl 5).

(4) Provide funding for the following areas: Asbestos removal and other hazardous materials, (if required) site preparation such as electrical, HVAC, communications renovations, and fire protection.

(5) Provide two plain old telephone (POT) lines per DTF for telephone and fax connectivity (see Encl 5).

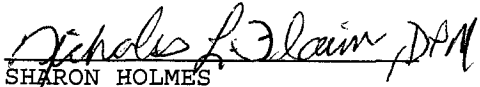
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6. Effective Date. This agreement is effective upon signature by the final signatory and will remain in effect until the year 2010.


 FREDERICK J. LEHMAN
 COL, SA
 Garrison Commander

NOV 14 2001

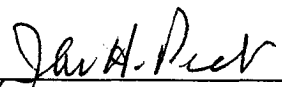
(Date)


 SHARON HOLMES
 COL, MI

for Project Manager
 The Army Distance
 Learning Program

OCT 29 2001

(Date)


 JOHN H. PEET
 Chief, Education
 Division
 U.S. Army Alaska

6 NOV 01

(Date)

- 15 Encls
1. Modernization Schedule, Ft. Richardson
2. Modernization Schedule, Ft. Wainwright
3. General Administration Information, Ft. Richardson
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5. General Requirements/Responsibilities
6. DTF Locations
7. Post Communications Requirements
8. DTF Modernization Requirements, Ft. Richardson
9. DTF Modernization Requirements, Ft. Wainwright
10. Issues and Concerns
11. Record of Environmental Considerations (REC),
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MODERNIZATION SCHEDULE
Ft. Richardson

1. General Site Survey Information:

TASK	TASK NAME	DURATION	START	FINISH
1	Site Survey	3d	10 Aug 1999	12 Aug 1999
2	Submit Final Design Proposal to PM, TADLP and Installation	1d	23 Aug 1999	23 Aug 1999
3	Order Automation Equipment BOM	1d	TBD	TBD
4	Receive Automation Equipment BOM	1d	TBD	TBD
5	Installation Site Prep	33d	TBD	TBD
6	DTF Modernization	45d	TBD	TBD
7	Install and Test VTT Circuits	30d	TBD	TBD
8	VTT Equipment Installation and DTF Manager Training	5d	TBD	TBD
9	Final Walk-through and DTF Turnover Complete	2d	TBD	TBD

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MODERNIZATION SCHEDULE
Ft. Wainwright

1. General Site Survey Information:

TASK	TASK NAME	DURATION	START	FINISH
1	Site Survey	3d	30 Nov 1999	2 Dec 1999
2	Submit Proposal to PM, TADLP and Installation	21d	15 Dec 1999	3 Jan 1999
3	I Order Automation Equipment BOM	1d	15 Dec 1999	15 Dec 1999
4	Receive Automation Equipment	3d	5 Jan 2000	7 Jan 2000
5	Installation Site Prep Complete	15d	10 Jan 2000	28 Jan 2000
6	DTF Renovation	45d	31 Jan 2000	15 Mar 2000
7	Install and Test VTT Circuits	5d	6 Mar 2000	10 Mar 2000
8	VTT Equipment Installation and DTF Manager Training	5d	10 Mar 2000	15 Mar 2000
9	Final Walk-through and DTF Turnover Complete	3d	14 Mar 2000	16 Mar 2000

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Richardson

1. General Site Survey Information:

Event	Date
ite Survey	O-12 August 1999
ntraservice Support Agreement Development	BD
TF Modernization:	BD
ideo Tele-Training (VTT) Installation	BD
nformation Management (IM) Equipment equired Delivery Date (RDD)	BD
M Equipment Installation	BD
M Test/Hand-Off	BD
TT Training for DTF Manager	BD
L System Installation Completed	BD
tatus Messages (on-going actions and their urrent status)	eeekly to PM, TADLP and nstallation POC

a. Site Survey Point of Contact (POC) Information:

Organization	Phone
HQISEC	(5'20) 538-3145
USAISEC-FDEO	(301) 619-6436
PACE	(757) 499-7223
PACE	(757) 499-7223
ACS Systems & Engineering, Inc.	(757) 631-0174
Sprint	(770) 207-6159
ACS Systems & Engineering, Inc.	(253) 983-0725
NRW Eng.	(757) 474-0612
USARPAC, DCSOPS	(808) 438-6093
USARPAC, DCSIM	(808) 438-1284

Organization	Phone
Post Commander	(907) 384-2280
Chief, Education Division	(907) 384-0970
DPW	(907) 384-3163
DOIM	(907) 384-9322

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Richardson
(Continued)

b. TADLP Equipment. TADLP equipment quantities will be delivered to the address listed below. The contractor will request space for parking tractor-trailers containing construction material and furniture in close proximity to Building 5 during the modernization. The automation and Video Tele-Training (VTT) equipment will require temporary storage by the installation.

Line 1: Directorate of Community Activities
Line 2: Supply and Services Division
Line 3: Bldg 800, First Street
Line 4: Ft. Richardson, AK 99505-6600
DODAAC: WC1SH3
Mark For: The Army Distance Learning Program
Installation DL POC, Comm.: (907) 384-0970
Required Delivery Date (RDD): TBD

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Richardson
(Continued)

2. POC Information for the Operational Support and Maintenance of TADLP DTFs:

TADLP	
Job Title/Duty Position:	Chief, Operations & Sustainment Division
Mailing Address	The Army Distance Learning Program ATTN: O&SD 11846 Rock Landing Drive, Suite B Newport, News VA 23606 OFFICIAL BUSINESS #41
DSN Phone Number	927-4162
Commercial Phone Number	(757) 369-2904
Fax Number	CML (757) 369-3072

Chief of Installation	
Mailing Address	HQISEC ATTN: AMSEL-IS-IE Ft. Huachuca, AZ 85613-5300
DSN Phone Number	879-3145
Commercial Phone Number	(520) 538-3145
Fax Number	DSN 879-3323 CML (520) 538-3323

TADLP Help Desk	
Job Title/Duty Position:	Help Desk Manager
Name:	Corran Ashby, ACS Systems & Engineering, Inc.
Mailing Address	TADLP, Bldg. 1522 11 th Street Ft. Eustis, VA 23604
DSN Phone Number	N/A
E-Mail Address	Corran.ashby@us.army.mil
Commercial (CML) Phone Number	Help Desk: (877) 815-9861 24 Hour Pager: (757) 360-4904 Cellular: (757) 536-3733 After Hours/Weekends Answering Service will contact Help Desk Mgr: (877) 815-9861
Fax Number	DSN N/A CML (757) 631-1630

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Richardson
(Continued)

3. Calendar of Events and General Administrative Checklist.

a. Block 2, General Site Survey Information:

Event	Date
Site Survey	(Dates of Survey)
Submission of Draft Design Drawings	(1 week later)
Review/Approval of Draft Design Drawings	(1 week later)
Submission of final Design Drawings	(1 week later)
Review/Approval of Final Design Drawings	(1 week later)
Block 2 Implementation	(1 week)
IM Networking Equipment Required Delivery Date (RDD)	(Week of installation)
IM Networking Equipment Installation	(3 days)
Operational Testing	(2 days)
Training for DTF Manager	(1 day)
Block 2 Implementation Completed	(Last day of the week)
Status Messages (on going actions and their current status)	Weekly to PM TADLP and installation POC

PM Points of Contact	
Organization	Phone
USAISEC	DSN 879-3145/520-538-3145
USAISEC	DSN 879-3069/520-538-3069
PMO TADLP	DSN 927-4162/757-878-4162

Installation Points of Contact	
Organization	Phone
Education Services	907-384-0970
DPW	907-384-3163
DOIM	907-384-9322

b. Block 2, DL Equipment. TADLP equipment will be either delivered to the address listed below or arrive with the installation team. If delivered, secure storage space within the DTFs or in close proximity will be required for about six boxes of equipment.

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Richardson
(Continued)

Line 1, Activity Name: Directorate of Community Services
Line 2, Address: Supply and Services Division
Line 3, Attention Line: Bldg. 800, First Street
Line 4, Installation, Zip Code: Ft. Richardson, AK 99505-6600
Mark For: The Army Distance Learning Program
Installation DL POC and Phone Number: John Peet, 907-384-0970
Required Delivery Date (RDD): TBD

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Wainwright

1. General Site Survey Information:

Event	Date
Site Survey	30 Nov-2 Dec 1999
DTF Modernization	31 Jan-10 Mar 2000
Video Tele-Training Installation	13-17 Mar 2000
IM Equipment Required Delivery Date (RDD)	28 Feb 2000
IM Equipment Installation	28 Feb-10 Mar 2000
IM Test/Hand-Off	8-10 Mar 2000
VTT Training for DTF Manager	16 Mar 2000
DL System Installation Completed	17 Mar 2000
Status Messages (on-going actions and their current status)	Weekly to PM, TADLP and Installation POC

a. Site Survey POC Information:

Organization	Phone
USAISEC	(520) 538-3145
PMO TADLP	(757) 728-5509
PMO TADLP	(757) 878-0193
USARPAC	(808) 438-1284
59th Signal Bn	(907) 384-0012
408th Signal Co	(907) 353-0408
ACS	(757) 631-0174
ACS	(757) 631-0174
NRW Enaineer	(757) 474-0612
PACE	(757) 499-7223
PACE	(757) 499-7223

Organization	Phone
Education Services	(520) 353 7270
408th Signal Co	(907) 353-0408
408th Signal Co	(907) 353-0408
DPW/Environmental	(907) 353-7724
Fire Department	(907) 353-9166
DPW	(907) 353-6296

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GENERAL ADMINISTRATIVE INFORMATION

Ft. Wainwright

(Continued)

b. TADLP Equipment. TADLP equipment quantities will be delivered to the address listed below. The contractor will request space for parking tractor-trailers containing construction material and furniture in close proximity to Building 5 during the modernization. The automation and VTT equipment will require temporary storage by the installation.

Line 1: Activity Name: Ft. Wainwright Education Center

Line 2: Address: DCA Supply Service, Bldg 1053, Gaffney Rd.

Line 3: Attention Line: ATTN: APVR-WCA-AE

Line 4: Installation, Zip Code: Ft. Wainwright, AK 99703

Installation's DODAAC: W81MUO

Mark For: The Army Distance Learning Program

Installation DL POC and Telephone Number: Comm: (907) 353-7270 or (907) 353-7486

Required Delivery Date (RDD): 28 Feb 2000

Remarks: Mark for Education Center. Carrier must call prior to delivery (907) 353-7115/7258.

Required Delivery Date (RDD): TBD

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Wainwright
(Continued)

2. POC Information for the Operational Support and Maintenance of TADLP DTFs:

TADLP		
Job Title/Duty Position:	Chief, Operations & Sustainment Division	
Mailing Address	The Army Distance Learning Program ATTN: O&SD 11846 Rock Landing Drive, Suite B Newport News, VA 23651-5000 OFFICIAL BUSINESS #41	
DSN Phone Number	927-4162	
Commercial Phone Number	(757) 369-2904	
Fax Number	CML (757) 369-3072	
Chief of Installation		
Mailing Address	HQISEC ATTN: AMSEL-IS-IE Ft. Huachuca, AZ 85613-5300	
DSN Phone Number	879-3145	
Commercial Phone Number	(520) 538-3145	
Fax Number	DSN 879-3323	CML (520) 538-3323
TADLP Help Desk		
Job Title/Duty Position:	Help Desk Manager	
Name:	Corran Ashby, ACS Systems & Engineering, Inc.	
Mailing Address	TADLP, Bldg. 1522, 11 th St. Ft. Eustis, VA 23604	
DSN Phone Number	N/A	
E-Mail Address	Corran.ashby@us.army.mil	
Commercial Phone Number	Help Desk: (877) 815-9861 24 Hour Pager: (757) 360-4904 Cellular: (757) 536-3733 After Hours/Weekends Answering Service will Contact Help Desk Manager: (877) 815-9861	
Fax Number	DSN N/A	CML (757) 878-0440

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MACOM		
Job Title/Duty Position:	TADLP POC	
Mailing Address	ATTN: APOP-OP-TNG	
DSN Phone Number	(315) 438-6093	
Commercial Phone Number	(808) 438-6093	
Fax Number	DSN x6325	CML x6325
Installation		
Job Title/Duty Position:	Director, Education Services	
Mailing Address	ATTN: APVR-WCA-AE	
DSN Phone Number	(317) 353-7270	
Commercial Phone Number	(317) 353-7270	
Fax Number	DSN x7472	CML x7472

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Wainwright
(Continued)

a. Block 2, General Site Survey Information:

Event	Date
Site Survey	(Dates of Survey)
Submission of Draft Design Drawings	(1 week later)
Review/Approval of Draft Design Drawings	(1 week later)
Submission of final Design Drawings	(1 week later)
Review/Approval of Final Design Drawings	(1 week later)
Block 2 Implementation	(1 week)
Information management (IM) Networking Equipment Required Delivery Date (RDD)	(Week of installation)
IM networking Equipment Installation	(3 days)
Operational Testing	(2 days)
Training for DTF Manager	(1 day)
Block 2 Implementation Completed	(Last day of the week)
Status Messages (on going actions and their current status)	Weekly to PM TADLP and installation POC

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GENERAL ADMINISTRATIVE INFORMATION
Ft. Wainwright
(Continued)

PM Points of Contact	
Organization	Phone
USAISEC	DSN 879-3145/520-538-3145
USAISEC	DSN 879-3069/520-538-3069
PMO TADLP	DSN 927-4162/757-878-4162

Installation Points of Contact	
Organization	Phone
Education Services	907-353-7270
408thSignal CO	907-353-6800
DPW	907-353-6587
DOIM	907-384-9322

b. Block 2, DL Equipment. TADLP Equipment will be either delivered to the address listed below or arrive with the installation team. If delivered, secure storage space within the DTFs or in close proximity, will be required for about six boxes of equipment.

Line 1, Activity Name: Ft. Wainwright Education Center
 Line 2, Address: DCA Supply Service, Bldg 5513, Gaffney Rd.
 Line 3, Attention Line: ATTN: APVR-WCA-AE
 Line 4, Installation, Zip Code: Ft. Wainwright, AK 99703
 Installation DODAAC: W81MUO
 Mark For: The Army Distance Learning Program
 Installation DL POC and Phone Number: Comm. (907) 353-7270 or (907) 353-7486
 Required Delivery Date (RDD): TBD
 Remarks: Mark for Education Center. Carrier must call prior to delivery, (907) 353-7115/7258.

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GENERAL REQUIREMENTS/RESPONSIBILITIES
Ft. Richardson and Ft. Wainwright

1. Site Survey and Modernization of TADLP DTFs.

a. PM, TADLP.

- (1) Provide the Chief of Installation (COI) for the DL Extension.
- (2) Procure/deliver the DL IM equipment/software.
- (3) Provide personnel to set-up, install, and test the IM equipment and issue the equipment to the Unit or Installation Property Book Officer (PBO) or designated representative.
- (4) Ensure initial maintenance is covered by the manufacturer's warranty. Warranty information and/or procedures will be provided when the equipment has been turned over to the installation. Maintenance support after warranty will be the responsibility of the installation at the end of the program life cycle.
- (5) Ensure the COI or designated representative will be responsible for coordinating the extension activities, including resource requirements, furnishings and equipment delivery, installation, testing, system hand-off, and DTF Manager Operations training.
- (6) Track and provide Status Reports to installation DL POC.
- (7) Provide the contract mechanism to perform the design, engineering, and renovation of rooms identified as TADLP DTFs.
- (8) Ensure the furnishings contract includes provisions for delivery of furnishings by the vendor.
- (9) Provide the installation with the facility Design Package (DP) for review and input.
- (10) Provide personnel to engineer, furnish, install, and test the equipment for DL.
- (11) Provide the installation with final as-built drawings in hard copy and soft copy format. Format to be coordinated with the DPW or Deputy Chief of Staff, Engineering (DCSENG), as applicable.

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GENERAL REQUIREMENTS/RESPONSIBILITIES
(Continued)

(12) Fund for the design and installation of DL. Funding will not be provided directly to the installation. In addition, funding will not be used to:

Abate known hazardous materials.
Correct major structural deficiencies.
Move equipment still under warranty.

(13) Submit a request to the Contracting Officer Representative (COR), Training Network (TNET), to provide service for each DTF.

(14) Ensure no unauthorized software is loaded on the DL IM equipment.

b. USARAK.

(1) Provide a DL POC for all extension activities.

(2) Ensure a secure storage/inventory area is available prior to the Required Delivery Date (RDD) for the automation equipment. As the automation equipment arrives, DL POC or designated representative should also monitor the equipment delivery and ensure the equipment remains in the original shipping containers until inventoried by DL installation representatives. Provide space in proximity to TADLP DTFs to park tractor trailer(s) that will contain construction materials and furniture.

(3) Check unit and installation training schedules to ensure no unique command/unit events will conflict with the DL extension.

(4) Ensure a designated representative verifies that designated building/rooms identified for DL are cleared of any salvageable equipment (i.e. IM equipment, furnishings, etc.) prior to facilities renovation.

(5) Ensure that a representative verifies that all other site preparation or administrative requirements are completed prior to the start of facilities renovation.

(6) Ensure a PBO or designated representative is available during the extension to sign for the DL furnishings and IM equipment.

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GENERAL REQUIREMENTS/RESPONSIBILITIES
(Continued)

(7) USARAK DPW will provide on-site construction quality assurance (to include electrical, fire protection and HVAC) inspections during the installation and renovation phase. The DPW will provide comments and input to the design proposal within two weeks of the design submittal.

(8) USARAK DPW will identify any installation problems during the modernization phase to the primary installation DL POC. USARAKDPW will participate in a final inspection of the renovation with the installation DL POC and the COI.

(9) Provide funding to ensure the proposed DTF locations are free of asbestos and other hazardous materials.

(10) Within two weeks of receipt, provide comments about the DL design (to include electrical, HVAC and communications renovations) to the TADLP POCs.

(11) Provide a Record of Environmental Consideration, REC (see Annex K).

(12) Provide funding for any site preparation, such as HVAC, electrical, and fire protection, as identified during the site survey.

(13) Provide two plain old telephone (POTS) lines per DTF for telephone and fax connectivity.

(14) USARAK will provide Ft. Wainwright funding not to exceed \$153,000 for site preparation to be completed by the TADLP contractor. Price agreed upon by TADLP contractor (ACS, 1 December, 1999).

c. PM, TADLP.

(1) Maintain DL IM equipment/software.

(2) Provide hardware maintenance support for the DL equipment and furniture.

(3) All supplies will be purchased by the DTF Managers at Ft. Richardson and Ft. Wainwright and paid for by the contractor to sustain DTFs. This funding is for office supplies. Additionally, a push package of office supplies will be furnished to provide an initial stockage. Two items needed to support students are coat racks and trash cans. Since TADLP DTFs vary slightly in size and layout, we have decided not to standardize coat racks and trashcans and let installations choose the type most appropriate for their needs. Please

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GENERAL REQUIREMENTS/RESPONSIBILITIES
(Continued)

consider the MOS/occupation of your potential student population, climate, and type of equipment/clothing students are likely to bring in when selecting a coat rack.

(4) Provide DTF Manager support of 59.5 hours per week to operate one DTF per active or reserve component site seven days per week, eight and one-half hours per day. The DTF Manager will perform duties as described in reference 1 and Encl. 3.

(5) Provide the Designated Accreditation Authority (DAA) documentation to each installation.

(6) Serve as the proponent for the development of an Intraservice Support Agreement (ISA), if necessary, that identifies the policies and procedures for USARAK support to the DTF to include HVAC, telephone support, electrical support, facility maintenance, custodial services and routine administrative support.

d. PM TADLP.

(1) Provide the engineering for the VTT communications equipment/network and Block 2 implementation for two DTFs at Ft. Richardson, in Bldg. 5 and 3 DTFs at Ft. Wainwright, in Bldg 1031.

(2) Procure/deliver the TADLP networking equipment/software for VTT connectivity and Block 2.

(3) Provide personnel to set-up, install, and test the networking equipment/software.

(4) Ensure initial maintenance is covered by the manufacturer's warranty. Warranty information and/or procedures will be provided when the equipment has been turned over to the installation. Maintenance support after the warranty expires will be the responsibility of the installation at the end of the program life cycle.

(5) Coordinate the installation activities, including resource requirements and equipment delivery, installation, testing, and system hand-off.

(6) Provide DTF manager operations training.

(7) Track and provide Status Reports to installation DL POC.

(8) Provide the design, engineering, and installation of the networking hardware for the TADLP DTFs.

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GENERAL REQUIREMENTS/RESPONSIBILITIES
(Continued)

(9) Provide the installation with a drawing Design Package (DP) for review and input.

(10) Provide the installation with final as-built drawings in hard copy and soft copy format. Format to be coordinated with the Directorate of Information Management (DOIM) or Deputy Chief of Staff, Information Management (DCSIM), as applicable.

(11) Fund for the design and installation of TADLP VTT network and Block 2 hardware. Funding will not be provided directly to the installation. In addition, funding will not be used to install Building Local Area Network (BLAN) and/or Campus Area Network (CAN) equipment, correct major networking deficiencies, and move equipment still under warranty.

(12) Ensure no unauthorized software is loaded on the TADLP IM equipment.

(13) Provide a representative to witness final operational testing of the VTT communications and Block 2 systems.

(14) Provide a representative to participate in a final inspection of the VTT communications and Block 2 implementation with the installation DL POC and a DOIM representative.

(15) Ft. Wainwright TADLP DTFs will receive their PRI circuits on loan from the U.S. Army Medical Command. There are three circuits on loan.

(16) Fund for the upgrade of the Integrated Services Digital Network (ISDN) telephone switch. The upgrade will consist of adding a lo-card slot Digital Trunk Controller ISDN (DTCI) shelf loaded with four Primary Interface cards. This upgrade will provide capacity to satisfy the requirements of one each primary ISDN line to each of the three DTFs. The fourth card will serve as a spare for the three active primary lines. The Primary Rate Interface (PRI) interface cards are the property of the TADLP program and are not to be used by any other agency unless permission is granted by TADLP.

e. USARAK.

(1) Ensure that DL courses are the primary use of the TADLP DTFs, and that DL students receive priority access to the DTF. All hardware, software and ancillary equipment will remain within the DL facility and cannot be removed except for maintenance and repair.

SUBJECT: Memorandum of Agreement (AK-MOA-110) Between the Project Manager, The Army Distance Learning Program (PM/TADLP) and U.S. Army Alaska (USARAK)

GENERAL REQUIREMENTS/RESPONSIBILITIES
(Continued)

(2) Provide POCs to implement Operational Control (OPCON) of the DTF Manager and the DTF. Execute OPCON of the DTF to include establishing standard work and operating hours respectively.

(3) Provide a DL POC for all VTT communications and Block 2 implementation activities.

(4) Within five workdays of receipt, provide comments about the DL design to the TADLP POCs.

(5) Check unit/installation training schedules to ensure no unique command/unit events will conflict with the VTT communications and Block 2 implementation.

(6) Provide any required network upgrades, such as additional post communications hardware, as identified during the site survey.

(7) Provide a network connection from the DTF networking equipment into the BLAN and/or CAN. This connection should be 100BaseTX

(8) Provide the communications cabling between the DTF networking equipment and the nearest BLAN/CAN point of presence. This cabling will be 100BaseTX and Cat 5 UTP.

(9) Provide a contiguous block of 32 Internet Protocol (IP) addresses (minimum) for each DTF at Ft. Richardson (total of 64) to facilitate network addressing and at Ft. Wainwright (total of 96).

(10) Provide the host IP address. Provide the IP address of the Domain Named Server (DNS) server. Identify any proxy servers.

(11) Provide DOIM representatives to witness final operational testing of the VTT communications and Block 2 systems.

(12) Provide DOIM representatives to participate in a final inspection of the VTT communications and Block 2 implementation with the installation DL POC and the TADLP representative.

(13) Identify, to the TADLP representatives, the type of network interface required for integration into the BLAN/CAN.

(14) Provide information as identified in the TADLP Block 2 Questionnaire. This includes subnet-masks, number of bits of -sub-netting, and type of firewall being used. Within five working days of receipt, provide comments about the DL design to the TADLP POCs. „

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GENERAL REQUIREMENTS/RESPONSIBILITIES
(Continued)

(15) Ensure a PBO/designated representative is available during the installation to sign for the TADLP IM and networking equipment.

(16) Ft. Richardson: Provide a 100BaseTX media interface from the DL switch into the CAN. Ft. Wainwright: Provide 100baseTX Cat 5 cable to interface the DL switch into the CAN.

(17) Ensure the excess capacity in the DTCI shelf, six each blank card slots, is reserved for future TADLP video requirements at Ft. Wainwright. In consideration of efficient and prudent use of government resources, another user may be assigned these unused interfaces subject to prior coordination and written approval by the PM, TADLP.

(18) Ensure that at least one DTF per installation will be available for use 8.5 hours per day, seven days per week (59.5 hours per week). Support required beyond the 59.5 hours funded by PMO TADLP will be the responsibility of the installation/site. At least 30 of these hours will be other than normal duty hours to include weekends and ensure members of the Reserve component can be accommodated.

(19) Ensure through the Directorate of Resource Management (DRM) Defense Regional Interservice Support Office (DRIS) that an Intraservice Support Agreement (ISA), if necessary, is developed, signed and implemented that identifies procedures and policies to support DTFs to include HVAC, telephone support, electrical support, facility maintenance, custodial services, and routine administrative support for Ft. Richardson and Ft. Wainwright.

(20) Ensure only software/courseware approved by the U.S. Army Training Support Center (ATSC) and/or the TADLP Test Facility is loaded or installed on DL equipment. The approved list of courseware is located at www.tadlp.army.mil

(21) Ensure that facility services (e.g. electrical power, HVAC, telecommunications) provided to TADLP DTFs are Y2K compliant. Installations are not expected to make special agreements with the utility companies just for TADLP. Installations are expected to take the same responsibility for supporting the Y2K compliance of facility services for TADLP DTFs as they would for any other installation asset. Neither PMO TADLP nor Program Executive Office, Standard Army Management Information System (PEO STAMIS) will provide additional funds or other resources to ensure facility services for TADLP DTFs are Y2K compliant.

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DTF LOCATIONS

1. TADLP DTF Locations Have Been Identified as Follows:

Building	Room	Location
5	Portions of old commissary	Ft. Richardson

2. Brief Summary of Modernization Work. The work at Ft. Richardson, AK will consist of the construction of two new DTFs in the vacant commissary building located at Chilkoot and 5th St. The rooms will be built on the ground floor on the west side of the existing commissary. The DTFs will have the typical renovation/construction of the walls, ceilings, and flooring, as well as installation of the Personal Computers (PCs), VTT equipment, and furniture. Also, any electrical and mechanical upgrades required are detailed in Annex F.

3. TADLP DTF Locations Have Been Identified as Follows:

Building	Room	Location
1031	DL-1 (16 students) (now Room 3), DL-2 (12 students) (now Room 1)	Ft. Wainwright
1031	DL-3 (20 student) (Room 2 and 4)	Ft. Wainwright

4. Brief Summary of Modernization Work. The work at Ft. Wainwright, AK will consist of the construction of three new DTFs in Building 1031, which has three rooms available to support the site TADLP requirements. Because of the building configuration, the PM has authorized an exception to the standard DTF configuration. One of those rooms is configured for 12 students and the other is configured for 20 students. This will maintain our 48-student requirement for the site, albeit a little unique. The wall that is presently between the 12 and 16 student room will be removed and relocated to make one room larger than the other. The third room with 20 student positions is large enough to allow construction of a mechanical room and a communications closet. The communications room will be separated from the DTF by an insulated wall. The hallway that is common to all DTFs will be carpeted and have ceiling tile matching the DTFs. At both ends of the hallway of the DTF area there will be a wall with a double door. All work will be ADA and fire compliant.

- 5. PM TADLP will perform a VTT communications and Block 2 survey of Bldg. 5 for Ft. Richardson and Bldg. 1031 for Ft. Wainwright.

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DTF LOCATIONS
(Continued)

6. Communications Room Locations. The VTT communications/networking equipment will be located in the video cabinets at the front of each room. The Block 2 DTF networking equipment will be located in the existing communications cabinets within each DTF in Bldg. 5. Ft. Wainwright DTF networking equipment will be located in an existing communications room in Building 1031.

7. Existing Network Connections/Equipment.

a. Communications Wiring.

(1) Cabling between the TADLP DTF networking equipment and the Installation BLAN/CAN demarcation point must be provided by the DOIM. This cabling will consist of 100BaseTX Cat 5 UTP cables terminated with RJ45 connectors.

b. PM, TADLP will Install the Following Networking Equipment:

(1) VTT Communications/Network Equipment Supporting the VTT upgrade.

(2) Ft. Richardson with two and Ft. Wainwright with six Multiband Rotations Per Minute (RPM) Base Units (limited distance modem-like device that extends the distance and control interfaces).

(3) Ft. Richardson with two and Ft. Wainwright with three IMUX, MBP Base Units (dynamic bandwidth controller at speeds of 56Kbps to 3Mbps and handles multiple applications).

(4) Ft. Richardson with two and Ft. Wainwright with three T-1 Intelligent Stand-alone Units (interconnects the Pairgains and the IMUX to provide in-service monitoring of the network).

(5) Ft. Richardson with two and Ft. Wainwright with three Power Supplies (provides power for the T-1 Intelligent Units).

(6) Installed fiber optic mix at the DCO and in the communications cabinet in Bldg. 1031 for the Video Primary Circuit.

(7) Ft. Wainwright with one access Router (PACESETTER-HDSL).

(8) Ft. Wainwright with four HDSL Modules (Remote).

(9) Ft. Wainwright with six enclosures for the HDSL equipment.

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DTF LOCATIONS
(Continued)

c. Block 2 Networking Equipment:

(1) Ft. Richardson with three and Ft. Wainwright with four Ethernet Switches. These switches will be cross-connected together and will provide 100 MBPS switched Ethernet to the TADLP DTF workstations and servers.

(2) One encryption encapsulation device (EED) at each site. The private side of the EED will be connected to a central Ethernet switch.

(3) Three data servers. The data servers will house TADLP software and provide file server support and management support for the TADLP DTF network. The DNS service is provided by the Army secure DNS servers.

(4) One each Uninterruptible Power Supply (UPS) per communications cabinet.

(5) PM TADLP will provide as-built drawings and project documentation upon completion of project implementation to the installation.

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POST COMMUNICATIONS REQUIREMENTS

1. PM, TADLP, through its prime contractor, will perform a site survey of Ft. Richardson. Communications outlet locations will be identified in the final design proposal.

2. PM, TADLP, through its prime contractor, will perform a site survey of Bldg. 1031, Ft. Wainwright.

a. Communications room location (if applicable).

b. Communications outlet locations will be identified (if applicable).

3. Communications Wiring. The communications wiring, outlets, racks, patch panels, grounds, and communications rooms will be provided for the DTFs.

a. Station cabling from the communications closet/cabinet to each of the communication outlets will consist of the following:

(1) One each 4-pair, Category 5 UTP (plenum 4 X 0 FEP) cable. The communications contractor will place this cable in accordance with standard installation practices, including EIA/TIA 568B and EIA/TIA 569. This cable will be terminated at each end on Category 5 (568B wiring configuration) compliant terminating hardware, and tested in accordance with established testing practice and criteria by the installation contractor, including TSB 67. The communications area must have Category 5 (568B) patch panel(s) in the new cabinet. The outlet at each student workstation must be a Category 5 outlet (568B wiring configuration).

(2) One each two-strand, multi-mode (plenum) fiber-optic cable: The communications contractor will place this cable in accordance with standard installation practices. This cable will be terminated at each end on SC-type fiber-optic connectors and tested in accordance with established testing practice and criteria by the installation contractor, including Appendix H of EIA/TIA 568B. The communications area must have a 568SC multi-mode, fiber optic patch panel.

(3) The wiring for the student microphones (one microphone for every two-student workstations) will be wired within each DTF to the VTT equipment. The microphones and VTT equipment will be installed under the VTT contract by Sprint. The microphone wiring will be furnished by Sprint and will be installed by the prime contractor for the renovation.

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POST COMMUNICATION REQUIREMENTS
(Continued)

(4) Cabling from the communications closet/cabinet to the VTT system will consist of one each 4-pair, Category 5 UTP (plenum 4 X 0 FEP) cable.

4. PM, TADLP, through the prime contractor, will provide as-built drawings and project documentation upon completion of project implementation to the installation.

5. The VTT communications circuit costs will be paid for by PM, TADLP via the Sprint TNET contract for the life of the project. The DTF is configured so that two students will share a microphone.

6. The installation DOIM will provide preferably four or a minimum of three pairs of copper for each of the DTFs.

a. Two pairs will be for the T1 circuit and two pairs for the telephone and fax. If there is a limitation of cable pairs, the telephone and fax will share one line. The POTS lines should be terminated to the communications cabinets or the closest communications room to a 66 or 110 Telco block. The installation DOIM will provide one telephone instrument per DTF and any associated line cards.

b. Ft. Richardson: The DOIM will work with Sprint in providing the path on-post for the T-1 VTT circuit for each DTF, and will terminate the circuit to a 66 or 110 Telco block. This is an installation responsibility. The PM will install the circuits from this point to the respective workstations in each DTF.

c. Ft. Wainwright: The DOIM will work with the Local Exchange Carrier (LEC) in providing the path on-post for the T-1 VTT circuit for each DTF, and will terminate the circuit to a 66 or 110 Telco block. This is an installation responsibility. The PM will install the circuits from this point to the respective workstations in each DTF.

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DTF MODERNIZATION REQUIREMENTS
Ft. Richardson

1. General Scope of Work. Construct three new DL DTFs in Bldg. 5. The rooms shall be constructed in the existing commissary, on the west side of the building. A preliminary drawing is attached at the end of this MOA and draft/final drawings are forthcoming according to the schedule in the System/Subsystem Specification.

2. Demolition:

a. The local activity shall remove all salvageable items, including freezers, coolers, and shelving units, prior to demolition.

b. The TADLP contractor shall remove the remaining unneeded items and dispose of them including, but not limited to, the existing finishes, ceilings, and lighting fixtures. Light fixtures and fluorescent tubes will be turned over to the site for disposal at no cost to TADLP.

3. Architectural Work:

a. Construct new partitions as necessary to create the DTFs.

b. New partitions will be metal stud and drywall construction with sound attenuating insulation.

c. Install new suspended acoustical tile ceiling and grid suspended from existing structure.

d. The building is currently ADA compliant with the exception of the toilet facilities.

4. Mechanical HVAC Work:

a. Remove existing unit heaters, ductwork, diffusers, and thermostats.

b. Recommend installation of split system air conditioning system. (This must be provided by the local activity or may be installed by the TADLP contractor if paid for by the local activity.) This system will include a condensing unit located in the basement, air handling unit above the DTF ceiling, refrigerant piping, thermostat and controls, main trunk duct, and flexible duct run outs. The TADLP contractor will provide the design for this system ceiling mounted supply air diffusers and the TADLP contractor will provide flexible ductwork.

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DTF MODERNIZATION REQUIREMENTS
Ft. Richardson
(Continued)

5. Electrical Work:

- a. Provide new parabolic lens fluorescent light fixtures with electronic dimming ballasts and energy saving lamps.
- b. Provide new power receptacles and data outlets.
- c. Provide one new panel board in each DTF to serve the new DTF electrical loads. These panel boards will be fed from the Main Distribution Panel (MDP) board located in the basement. The main incoming electrical service to the building is adequate to serve the new DTF.

6. Furnishings. Provide and install chairs, student workstations, instructor workstations, and supporting furnishings for all IM equipment in accordance with the DA Facilities Standards for TADLP. There are 16 students plus one instructor for each of the three DTFs.

7. Asbestos and Lead Based Paint Abatement. The local activity must provide an asbestos and lead based paint test report.

8. Communications.

- a. Provide new cabinets and patch panels to terminate the Category 5 and multi-mode fiber optic cables to the new workstations.
- b. Install cable-supporting structures (raceway, cable ladder, J-hooks, etc., as required) in accordance with applicable industry standards to route the Category 5 and multi-mode fiber optic cables from the student workstations to the new patch panels in the new cabinets.

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DTF MODERNIZATION REQUIREMENTS
Ft. Wainwright

1. General Scope of Work. The installation shall remove any salvageable items prior to demolition. Project Manager's Office (PMO) TADLP contract engineers will forward designs for the following work to the DPW or other designated agency for review and comment.

2. Tasks. The following table lists the tasks that must be completed to modernize DTFs to the TADLP standard. Checkmarks indicate responsibility for completing the tasks. Not all tasks may be applicable for all DTFs and will be marked accordingly with N/A (not applicable).

Architectural/Interior Work			
Demolition	PMO TADLP	Installation/Site	Remarks
Chalkboards			
Carpets			Site will fund, ACS to perform.
Tile			Site will fund, ACS to perform.
Wall(s)			
Door(s)			
Ceiling			
Light Fixtures			
Whiteboards			N/A
Other			ACS will be responsible for any work required not listed in above categories.
New Work			
Acoustic tile ceiling			In DTFs and corridor.
New wall finishes			
Cable management system			
Ramp			Handicap access. N/A
Sprinkler heads			Site will fund, ACS to perform work required for sprinkler system modifications.
Door(s)			
Chairs			

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DTF MODERNIZATION REQUIREMENTS
(Continued)

Architectural/Interior Work			
Demolition	PMO TADLP	Installation/Site	Remarks
Student workstation			
CRMGR workstation			
VTT			
Laser printer			
Fax			
PCS			
Other			Site will fund, ACS to perform work required for fire alarm modifications.
Toilet Facilities			Site will fund, ACS to perform work required for construction of new toilet facilities, pending approval of design and associated additional cost.

Heating, Ventilation, and Air Conditioning (HVAC) Work			
Demolition	PMO TADLP	Installation/Site	Remarks
Supply air diffusers			Site will fund, ACS to perform.
Ducts			N/A
Return air registers			Site will fund, ACS to perform.
Other			
New Work			
Air diffusers			Site will fund, ACS to perform.
Return air registers			Site will fund, ACS to perform.
Ducts			Site will fund, ACS to perform.
Other			Site will fund, ACS to perform work required to provide split system air conditioning system.

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DTF MODERNIZATION REQUIREMENTS
(Continued)

ELECTRICAL WORK			
Demolition	PMO TADLP	Installation/ Site	Remarks
Light fixtures			
Receptacles			
Wiring			
Panel(s)			
Outlet(s)			
Other			
New Work			
Light fixtures			In DTFs and corridor.
Receptacles			
Wiring			
Panel(s) in DTF			
Power breakers			
Distribution panel			
Outlet(s)			
Power			
Transformer			N/A
Electrical distribution to workstation & VTT			

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DTF MODERNIZATION REQUIREMENTS
(Continued)

Outlet(s)			
Other			
New Work			
Light fixtures			In DTFs and corridor.
Receptacles			
Wiring			
Panel(s) in DTF			
Power breakers			
Distribution panel			
Outlet(s)			
Power			
Transformer			N/A
Electrical distribution to workstation & VTT			
Multilevel light switches			
Wiring for VTT			
Other			
Communications Room Work (If Applicable)			
	PMO TADLP	Installation/Site	Remarks
Cabinet(s)			
Patch panels (Cat 5 cables)			
Ground connection(s)			
Cable management system			

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ISSUES AND CONCERNS

Cable supporting structures			
Other			

1. New HVAC work in addition to the DTF renovation is required in order to ensure the SSS requirements can be met. This is not funded by PM, TADLP.

2. The existing HVAC system must be upgraded based on the design described in annex E. (This must be provided by the local activity or may be installed by the TADLP contractor if paid for by the local activity.) The TADLP contractor for use will provide the design for this system by the local activity. The estimated cost of this upgrade is approximately \$25,000 per DTF.

3. The local activity shall upgrade the existing toilet facilities to meet Americans with Disabilities Act (ADA) requirements, or shall provide suitable new facilities within the building.

4. Asbestos and Lead Based Paint. Asbestos and lead based paint must be addressed by the local activity. If detected, it must be removed/abated as required by the local activity or, at the option of the activity, may be removed by the TADLP contractor if paid for by the local activity. If the activity chooses to perform removal/abatement, it must be accomplished prior to mobilization of the TADLP contractor. The TADLP contractor will provide a price proposal as required.

5. The local activity shall remove all salvageable items including freezers and shelving units prior to mobilization by the TADLP contractor.

6. The TADLP will be ready to begin DTF construction on or about 20 Sept 1999. However, the facility can't be occupied until 23 September. TADLP will not begin construction until USARAK provides the PM, TADLP with a start date. The start date is projected to be NLT 1 December 1999.

7. Ft. Richardson. There are presently only six lines into Bldg. 1031 where all DTFs will be located. More lines will be added in approximately a year from now. In the interim, the DTFs will operate on five of these circuits until the others are added. The sixth line is dedicated to another occupant in the building.

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RECORD OF ENVIRONMENTAL CONSIDERATION (REC)
Ft. Richardson and Ft. Wainwright

To: Project Manager, The Army Distance Learning Program

From:

Project Title: The Army Distance Learning Program (TADLP)

Brief Description: Modernize the following rooms (also list building number or name) to accommodate TADLP furnishings and equipment in accordance with the TADLP System/Subsystem Specifications:

Anticipated date and/or duration of proposed action (month/year):

The reason for using the record of environmental consideration is to document that this action is categorically excluded under the provisions of categorical exclusions. (CX) A-1, A-9, and A-17, AR 200-2, (Environmental Effects of Army Actions), Appendix A (List of Categorical Exclusions (CX)) (and no extraordinary circumstances exist as defined in paragraph 4-3) because (place a checkmark in one or more of the following boxes):

The modernization of DTFs does not significantly alter land use and does not have a significant impact on the environment.

The modernization is occurring in existing buildings with modification to interior spaces.

Asbestos abatement has occurred. The asbestos was disposed of in accordance with state and federal laws.

Asbestos abatement has not occurred. The asbestos will be disposed of in accordance with state and federal laws.

Other:

Installation Environmental Coordinator

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TADLP DIGITAL TRAINING FACILITY MANAGER (DTFM)

1. Purpose. To provide and establish the management of relationships and duties of the DTFM.

2. Management.

a. The DTFM is the primary interface for all activities and organizations involving the operation of DL DTFs and DL DTFs.

b. The DTFM is not an instructor, training developer, software developer, nor a system developer.

c. PM, TADLP will contract for an on-site DTFM. PM, TADLP will maintain overall management and control of DTFMs via its support contractor to ensure compliance with program objectives. Due to the worldwide distribution of DTFs, the DTFMs will be under OPCON of the installation Distance Learning Point of Contact (DL POCs).

3. Responsibilities.

a. PM, TADLP.

(1) Provide performance management, funding, and oversight of DTFMs directly through its support contractor.

(2) Coordinate with installation DL POCs to ensure DTFMs are performing and operating DTFs within established TADLP parameters, policies, and standards.

(3) Provide a DTF and DTFM Standing Operating Procedure (SOP) to establish and define the roles, responsibilities and duties of DTFMs.

(4) Integrate, coordinate, and decide all actions and issues between the support contractor, and supported activity concerning DTFMs.

(5) All supplies will be purchased by the DTFMs at Ft. Richardson and Ft. Wainwright and paid for by the contractor to sustain DTF functions for both Ft. Richardson and Ft. Wainwright.

(6) Forward reports on the performance of DTFMs submitted by installations/sites on an exception basis to GSA for appropriate action.

(7) Provide DTFMs to support DTF operations. Initially, PM, TADLP shall provide the threshold capability to operate one DTF per site 7 days per week, 8.5 hours per day. At a later date when DTF usage has increased, PM, TADLP shall provide

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TADLP DIGITAL TRAINING FACILITY MANAGER (DTFM)
(Continued)

the objective capability to operate at least three DTFs 7 days a week, 14 hours per day.

(8) Ensure that DTFMs read the Trusted Facility Manual Block I, Initial Operational Capability, The Army Distance Learning Program (paragraph 13, Annex L), and Army Regulation 380-19, Information System Security (paragraph 4, Annex L), and understand that they have precedence over SOPs in the area of information system security.

b. USARAK.

(1) Assume OPCON of DTFMs to include establishing standard hours for the DTF and DTFMs. Receive periodic reports from the DTFMs on the maintenance/operational status of the DTFs. On request, provide assistance to the DTFMs for issues concerning building maintenance.

(2) Provide PMO TADLP reports on performance of DTFMs on exception basis. Reports should include detailed descriptions (date, time, circumstances, and if applicable, corrective action taken) of outstanding or substandard performance. A copy of the report will be provided to GSA (see paragraph c below).

(3) Provide Base Operations (BASEOPS) funding to ensure routine facility maintenance and custodial services for DL DTFs and DL Classroom(s).

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PROPERTY ACCOUNTABILITY AND MAINTENANCE

1. PM, TADLP.

a. Ensure that the DTFM assumes personal and supervisory responsibility for DL equipment and DTFs.

b. Provide maintenance support in accordance with the TADLP Supportability Strategy, and DTFM and DTF SOP.

c. Provide hardware maintenance support for the IM equipment through the TADLP Help Desk.

d. Provide all operating procedures and guides concerning troubleshooting, preventive maintenance and warranties to the DTFM for PM-provided equipment.

2. USARAK.

a. Identify and provide installation property accountability POC to establish accountability for DTF hardware and furniture.

b. Coordinate and ensure all actions between the PBO and primary hand receipt holder are completed to ensure all DTF equipment, hardware, and software are accounted for IAW applicable Army Regulations.

c. Prepare and coordinate all agreements necessary to provide/support administrative, maintenance and supplies and services for DTFs.

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INFORMATION SYSTEM SECURITY

1. The PM, TADLP Pre-Deployment Information Systems Security Officer (PDISSO) has prepared the initial security certification and accreditation (C & A) documentation IAW AR 380-19, DOD 5200.28, and the process described in DODI 5200.40, DITSCAP. PM, TADLP will provide this documentation, along with the security accreditation, to the IISSO (Installation Information System Security Officer).
2. The Trusted Facility Manual for Block I, Initial Operational Capability, The Army Distance Learning Program (paragraph 13, Annex L) and Army Regulation 380-19, Information System Security (paragraph 4, Annex L) have precedence over SOPs in the area of information system security.
3. USARAK.
 - a. The IISSO is responsible for ensuring the system is operated IAW regulations, reporting security incidents to the Major Command (MACOM) Information System Security Manager, and conducting local threat and vulnerability assessments as prescribed in AR 380-19.
 - b. AR 380-19 specifies that if changes are made to the system, it is the responsibility of the IISSO to update all documentation, re-certify the system, and submit the appropriate documentation to the DAA for accreditation. Additionally, the system must be returned to its original configuration by the installation prior to the official upgrade of the system by PM, TADLP.

SUBJECT: Memorandum of Agreement (AK-MOA-110) Between the Project Manager, The Army Distance Learning Program (PM/TADLP) and U.S. Army Alaska (USARAK)

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2. Project Manager, The Army Distance Learning Program, Material Fielding Plan, 5 May 1998.
3. Project Manager, TADLP Integrated Logistics Support Plan, 18 August 1998.
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5. DOD 5200.28, Security Requirements for Automated Information Systems (AIS).
6. DoDI 5200.40, DOD Information Technology Security Certification and Accreditation Process (DITSCAP).
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8. Policy Memorandum - Distance Learning Classroom Managers and Classroom Hours of Operation of TADLP Classrooms, 19 November 1998.
9. Memorandum, Operation of The Army Distance Learning Program (TADLP) Classrooms, 21 September 1998.
10. Memorandum, Safety Release for the Operational Assessment of TADLP, 20 October 1998.
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12. Trusted Facility Manual for Block 1, Initial Operational Capability The Army Distance Learning Program, February 1999.
13. Security Features User's Guide for The Army Distance Learning Program, February 1999.
14. Memorandum, The Army Distance Learning Program (TADLP) System Security Policy Statement for Block 1, Initial Operational Capability (IOC), January 1999.